



POSITION DESCRIPTION

Position Title:	Staff Accountant
Role Status:	Full Time / Non Exempt
Location:	Nu'uuli, Am. Samoa
Reports to:	Finance Manager
Business Unit:	General Administration - Finance
Date:	April 2025

Position Summary:

Under general supervision of the Finance Manager assists in the preparation of daily, weekly and monthly reconciliations, journal entries, corporate reports and other tasks as assigned.

Key Accountabilities and Results Areas (to be completed with Finance Manager)

Major Responsibilities

- Maintain the fixed asset and associated depreciation schedules; provide monthly detail to the Finance Manager for general journal entries; insure proper recording of new purchases and disposals.
- Assist with monthly financial reporting, inter-company billings, account reconciliations, budgeting, payroll reporting and maintaining the Company's financial records.
- Process accounts receivable transactions.
- Perform comprehensive reconciliations, including bank statements, accounts payable/receivable, and fixed assets, ensuring accuracy and identifying discrepancies.
- Review of monthly account schedules.
- Prepare cashflows on a fortnightly basis.
- Maintain the daily cash transaction and deposit log updates.
- Perform professional level tasks that require independent judgment and initiative in support of the accounting function.
- Assist with other accounting related functions within the department.

Key Stakeholder Relationships

Internal Stakeholders:	<ul style="list-style-type: none">• Executive and Management Team• Finance Team• Human Resources Team• Retail Team• Sales Team• Technical Team
External Stakeholders:	<ul style="list-style-type: none">• Bank Officials/Representatives• Auditors• Vendors

Key Requirements and Competencies

Qualifications/ Experience:	<ul style="list-style-type: none">• Bachelor's degree in accounting and/or closely related field.• 1-2 years' experience in accounting or an equivalent combination of related training and experience required.• Or Associates Degree in Accounting and/or Business related field with 3+ years experience in accounting or an equivalent combination of related training and experience required.
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Knowledge/ Skills /Ability:	<ul style="list-style-type: none"> • Solid understanding of and experience with month end close cycle • Ability to compile balance sheets, comparative income statements and cash flow statements • Must be highly skilled in dealing with financial and numeric data. • Must be proficient in use of Excel, Word, Access, Windows. • Must be familiar with computerized accounting systems. • Knowledge of standard U.S. accounting policies, procedures, and regulations (GAAP) • Ability to analyze and solve problems • Effective time management and organizational skills as well as sound product knowledge and industry perspective • Ability to build solid working relationships with company personnel and outside business representatives • Demonstrated ability to work effectively in a fast-paced and dynamic environment and easily adaptable to change. • Ability to work on multiple projects under tight deadlines • Strong communication and interpersonal skills
Organisational Competencies:	Customer Service – Treats all customers courteously; is responsive to customer requests and elicits feedback from them to monitor their satisfaction; considers both the short and long-term interests of the customer in making service decisions; proactively identifies customer needs and takes responsibility for resolving customer complaints in a timely manner.
	Learning Agility - Demonstrates a personal learning orientation; seeks and constructively uses feedback to build on strengths and manage weaknesses; is curious and shares learning, and in doing so creates an expectation in others to seek and learn from experiences.
	Building Collaborative Relationships - Exhibits an ability to cooperate and collaborate with colleagues across Bluesky to achieve shared goals; develops and maintains a range of internal and external networks to meet organisational objectives; looks for opportunities to support colleagues.
	Self Management - Sets personal goals in line with business unit plans; takes responsibility for prioritising own work; looks for opportunities to improve performance; is passionate about achieving results.
	Continuous Improvement – Looks for opportunities to apply continuous improvement practices / principles in their work area; responds to suggestions from others; applies new learning so as to improve individual and team performance.

Compliance

Business Compliance:	Ensure a sound understanding and: <ul style="list-style-type: none"> • Demonstrate commitment to and comply with all legislation and Bluesky policy relevant to the role and all activities undertaken in the role • Ethical performance in an effort to maintain a high standard of conduct expected and deserved by our customers and to enable the Company to continue to offer its services and comply with our Bluesky Code of Ethics and Conduct.
Health and Safety:	<ul style="list-style-type: none"> • Undertake all work in a safe manner and follow all company and workplace health and safety procedures • Identify new hazards and advise manager or workplace Health



	<p>and Safety representative/coordinator within 24 hours of identification.</p> <ul style="list-style-type: none">• Accurately report incidents and accidents to manager or workplace Health and Safety representative/coordinator as soon as possible.
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Vision, Values, Purpose & Our Way

Our Vision	Our Purpose	The Bluesky Way	Our Values
To be the most recognised and preferred company for connecting our Pacific communities around the world.	We apply technology and service excellence to advance and improve the lives of our customers	<p>We take ownership and always do our best for customers.</p> <p>We respect and support each other.</p>	<ul style="list-style-type: none">• Customer first• Team work• Integrity• Passion• Positive attitude and smile!